

# **Schedule 111**

## **MUNICIPAL POLICE DEPARTMENTS**

Nebraska Records Management Division  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508  
(402) 471-2559

**REQUEST FOR APPROVAL OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

SCHEDULE NUMBER
111
AGENCY, BOARD OR COMMISSION
MUNICIPAL POLICE DEPARTMENTS
DIVISION, BUREAU OR OTHER UNIT
Supersedes Edition of December 16, 1983

**TO: STATE RECORDS ADMINISTRATOR  
STATE OF NEBRASKA**

**PART I -- AGENCY STATEMENT**

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE

\*

*Kenneth Jackson*

TITLE

*President: Police Chiefs Association of Nebraska*

DATE

*12-10-91*

**PART II -- ARCHIVAL APPROVAL**

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE

\*

*Andrea I. Paul*

STATE ARCHIVIST

DATE

*12/16/91*

**PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR**

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE

\*

*Allen J. Beermann*

ADMINISTRATOR

DATE

*December 18, 1991*

## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of records, regardless of the media on which they reside. Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This schedule, along with the unique schedule written specifically for records unique to your office, approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

### **DISPOSING OF RECORDS**

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. This report establishes that the destruction was performed in your normal course of business.

**Please remember to retain the blank form for future use.**

### **NON-SCHEDULED RECORDS**

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

### **SCHEDULE UPDATE**

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

### **QUESTIONS**

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division  
440 South 8th Street, Suite 210  
Lincoln, NE 68508-2294  
402-471-2559**

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## **SCHEDULE NO. 111 - RECORDS OF MUNICIPAL POLICE DEPARTMENTS**

### **111-1      ARREST RECORDS**

#### **111-1-1      ARREST REPORT INDEX**

Alphabetical index on individuals indicating date of arrest, charge(s), and disposition. Includes individual's physical description, date of birth, and current address. Record may be in electronically stored form.

**Dispose of after 20 years, or after death of arrestee; whichever is sooner.**

**TAPE: Dispose of after superseded.**

#### **111-1-2      ARREST REPORTS**

Copies of reports showing arrestee's name, address, physical description, motor vehicle (if driven) at arrest, and date and time of arrest. This also includes the disposition of arrest from the court records. This information is duplicated on ARREST RECORD INDEX, in prosecutor's files, and county or municipal court records.

**Dispose of after 5 years.**

#### **111-1-3      DAILY RECORD OF ARRESTS**

Daily record relating to arrests of individuals by the municipal police showing date and time of arrest, individual's name, date of birth, address, violation or charge(s), Uniform Citation And Complaint number, court appearance date, and arresting officer's name. Information duplicated on ARREST RECORD INDEX. May be in electronically stored medium.

**Dispose of after 1 year.**

**TAPE: Dispose of after superseded.**

#### **111-1-4      DELETED**

#### **111-1-5      FINGERPRINT CARDS**

All fingerprint cards taken as a result of arrest, incarceration, or criminal investigation.

**Dispose of upon court order to destroy, or 75 years after issuance, or upon death of subject, whichever is sooner.**

#### **111-1-6      PHOTOGRAPHS**

Photographs of prisoners, commonly referred to as mug shots, or other photographs used as such.

**Dispose of when replaced by a more current photograph of subject or after 10 years, whichever is sooner.**

### **111-2      INCIDENT REPORTS**

#### **111-2-1      ACCIDENT REPORT INDEX**

An alphabetical name index to location of ACCIDENT REPORTS. May be in electronically stored medium.

**Dispose of after 1 year.**

**TAPE: Dispose of after superseded.**

## **111-2-2 ACCIDENT REPORTS**

Reports of accidents investigated by the city police.

**Dispose of after 3 years.**

## **111-2-3 CASE FILE REPORTS**

These are similar to the OFFENSE REPORTS except that they contain supplementary information as a result of subsequent investigations.

**Dispose of 3 years after final disposition of case or after statute of limitations has expired, whichever applies.**

## **111-2-4 OFFENSE REPORT INDEX**

Alphabetical card index to location of OFFENSE REPORTS. May be in electronically stored medium.

**Dispose of after 5 years.**

**TAPE: Dispose of after superseded.**

## **111-2-5 OFFENSE REPORTS**

Report showing name of complainant, address, type of offense, the location, and detailed description of offense.

**Dispose of after 3 years.**

## **111-3 PERSONNEL RECORDS (See General Records Schedule 24-3)**

### **111-3-1 TRAINING RECORDS**

A summary or listing of employee's training. Records include schools, seminars, in-service training programs, continuing education courses, etc. May be in paper form or electronically stored.

**Dispose of 5 years after termination of employment.**

## **111-4 ACTIVITY RECORDS**

### **111-4-1 ANNUAL REPORTS**

**Dispose of according to General Records Schedule #24-2-30.**

### **111-4-2 OFFICER ACTIVITY LOG**

Log showing officer's individual mileage each shift, details given throughout shift, types and times of incidents, actions taken on activity, tickets and warnings issued, courtesy deeds, etc., performed in the discharge of municipal business by the police.

**Dispose of after recorded in SIX-MONTH AND YEARLY SUMMARY OF OFFICER ACTIVITY LOG.**

### **111-4-3 DISPATCH RECORDS**

Records indicating units dispatched to location, type of incident, complainant's name and address, initial call received by, dispatched by, officer assigned, time of call, time of dispatch, and departure of units on each detail. This information is duplicated on the OFFICER ACTIVITY LOG.

**Dispose of after 1 year.**

**111-4-4 SIX MONTH AND YEARLY SUMMARY OF OFFICER ACTIVITY LOGS**

Summaries of OFFICER ACTIVITY LOG which are used for evaluations.

**Dispose of after 2 years.**

**111-4-5 VEHICLE PATROL LOGS**

Monthly log showing each marked and unmarked police units' mileage, repairs, washes, and gasoline and oil used during reporting period.

**Dispose of after vehicle is sold, traded or otherwise replaced.**

**111-4-6 COMMUNICATIONS RECORDS**

Tape recordings of radio dispatches and telephone calls.

**Erase or reuse after 30 days.**

**111-5 MOTOR VEHICLE RECORDS**

**111-5-1 DEFECT TICKETS**

Warning tickets issued for defective motor vehicles. If not corrected, a warrant is issued by the appropriate court. Ticket is then filed with them.

**Dispose of after defect is remedied.**

**111-5-2 PARKING TICKETS**

Paid parking tickets. If ticket is not paid, a warrant is issued by the appropriate court.

**Dispose of after 1 year , provided audit has been completed.<sup>1</sup>**

111-5-3 DELETED

**111-5-4 TOW-IN RECORDS**

Record of vehicles towed in for various violations; includes name of the owner, description of vehicle, location towed from, date, etc.

**Dispose of after 3 years.**

**111-6 MISCELLANEOUS RECORDS**

111-6-1 DELETED

**111-6-2 DAILY RECEIPTS**

Receipts from register showing daily fees collected by city police. This information is duplicated in the city treasurer's office.

**Dispose of after 1 year, provided audit has been completed.<sup>1</sup>**

111-6-3 AND 111-6-4 DELETED

**111-6-5 MISCELLANEOUS REPORTS**

Reports filed with the department on incidents other than actual offenses or incidents that are already processed in an OFFENSE REPORT.

**Dispose of after 3 years.**

111-6-6 DELETED



#### **111-6-7            PROPERTY AND PROPERTY REPORTS**

Materials confiscated at the time of an arrest for use as evidence to support conviction such as alcoholic beverages, drugs, weapons, clothing, tools, motor vehicles, etc.

**EVIDENCE ITEMS: Transfer to appropriate court in receipt of letter of transmittal. Allegedly stolen items may be returned to owner pursuant to § 28-511.01 R.R.S. 1943.**

**OTHER PROPERTY: Dispose of after case is closed or after no longer of legal value.**

**PROPERTY REPORTS: Dispose of 3 years after final disposition of case or after statute of limitations has expired, whichever applies.**

#### **111-6-8            RECORD DISSEMINATION LOG**

A record of release of criminal history on individuals for dissemination to other than law enforcement related agencies.

**Dispose of after 3 years.**

#### **111-6-9            SALE OF IMPOUNDED AND UNCLAIMED PROPERTY RECORDS**

Lists, credit notices, letters of inquiry, property tags for identification, receipts, etc. for recording the sale of impounded property such as cars, bicycles, and other property.

**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

#### **111-6-10          COMMUNITY SERVICE RECORDS**

Documents, paper or other data related to community service programs such as D.A.R.E., volunteer workers schedules, security surveys or other programs.

**Dispose of after 1 year.**

#### **111-6-11          FIREARMS CERTIFICATE APPLICATIONS**

Application form with attached copy of criminal history documents, local and/or triple III, and letter of denial if appropriate.

**Dispose of 3 years after issuance or denial, whichever applies.**

#### **111-6-12          INTELLIGENCE/CONFIDENTIAL INFORMANTS FILES**

Federal law 28 CFR 23.20 mandates procedures which will ensure that all information (intelligence) which is retained has "relevancy and importance" and to "provide for the periodic review of data and the destruction of any information which is misleading, obsolete, or otherwise unreliable.

**Review and dispose of misleading, obsolete, or otherwise unreliable data every two years.**

#### **111-6-13          LICENSES, ANIMAL**

Registration or license for animals.

**Dispose of 1 year after expiration, provided audit has been completed.<sup>1</sup>**

#### **111-6-14          LICENSES, BICYCLE**

Registration cards or documents specific to licenses issued for the purpose of registering bicycles. May include owner, make, model, serial number and license number.

**Dispose of after expiration of license, reissue of license due to transfer of ownership, or destruction of bicycle, whichever is sooner, provided audit has been completed if fees are collected for licenses.<sup>1</sup>**

#### **111-6-15 PROTECTION ORDERS**

Applications or affidavits for protection orders, temporary protection orders, or final protection orders issued by the District Court.

**Dispose of 1 year after date of issuance or after dismissal by the courts, whichever is sooner.**

#### **111-6-16 VACATION HOUSE CHECKS**

Forms used to register vacation house checks by patrol officers.

**Dispose of after expired.**

#### **111-6-17 WARNING CITATIONS, NON-TRAFFIC RELATED**

Warning citations for any offense other than traffic.

**Dispose of 30 days after issuance.**

### **111-7 JAIL RECORDS**

#### **111-7-1 ADULT INMATE FILES**

Records relating to prisoners who have been processed by the municipal police department. May include Nebraska Admission and Release Record, state and F.B.I. criminal history arrest records, mug shots, charges filed, progress reports, interview record, final disposition of case, etc.

**FELONY CASES: ORIGINAL RECORD: Dispose of after 50 years; OR, microfilm and destroy originals. Inmate Files may be destroyed after 5 years if the file is a notation of a record maintained in another office.**

**SECURITY MICROFILM: Transfer to security storage; dispose of after 50 years.**

**MICROFILM WORK COPY: Dispose of after 50 years.**

**MISDEMEANOR CASES: ORIGINAL RECORD: Dispose of after 25 years; OR, microfilm and destroy originals. Inmate Files may be destroyed after 5 years if the file is a notation of a record maintained in another office.**

**SECURITY MICROFILM: Transfer to security storage; dispose of after 25 years.**

**MICROFILM WORK COPY: Dispose of after 25 years.**

#### **111-7-2 JUVENILE INMATE FILES**

May include Nebraska Admission and Release Record, state and FBI criminal history arrest record, mug shots, charges filed, progress reports, interview record, final disposition of case, etc.

**Dispose of 5 years after juvenile reaches the age of majority (age 19); if juvenile was tried and convicted as an adult, transfer to Adult Inmate File upon reaching the age of majority.**

**111-7-3 PRINT CLASSIFICATION, NAME AND NUMBER INDEX**

Index cards listing name, charge and number of the case file where related papers are found; some include a description of the accused.

**ADULT FELONY CASES: ORIGINAL RECORD:** Dispose of after 50 years; OR, microfilm and destroy originals, subject to review by State Archivist before disposal for possible accession.

**SECURITY MICROFILM:** Transfer to security storage; dispose of after 50 years.

**MICROFILM WORK COPY:** Dispose of after 50 years.

**ADULT MISDEMEANOR CASES: ORIGINAL RECORD:** Dispose of after 25 years; OR, microfilm and destroy originals, subject to review by State Archivist before disposal for possible accession.

**SECURITY MICROFILM:** Transfer to security storage; dispose of after 25 years.

**MICROFILM WORK COPY:** Dispose of after 25 years.

**JUVENILE CASES:** Dispose of 5 years after juvenile reaches the age of majority (age 19); if juvenile was tried and convicted as an adult, dispose of pursuant to adult offense retention.

**111-7-4 CELL CHECKS AND INMATE COUNTS**

Documentation of inmates viewed and counted.

**Dispose of after 5 years.**

**111-7-5 DISCHARGED PRISONERS, RECORD OF**

Cards showing the discharge of prisoners from the county jail upon receipt of payment of fines or conclusion of sentence.

**Dispose of after 5 years.**

**111-7-6 FOOD SERVICE LOGS**

Summary of the daily meals (diet) served to inmates.

**Dispose of after 5 years.**

**111-7-7 JAIL INCIDENT REPORTS**

Reports compiled daily by jail personnel on any incidents which may have occurred on that shift.

**Dispose of after 5 years.**

**111-7-8 JAIL REGISTERS**

Registers showing names of prisoners, dates of commitment, personal effects, disposition of cases, etc.

**ORIGINAL RECORD:** Dispose of 25 years after last entry; OR, microfilm and destroy originals, subject to review by State Archivist before disposal for possible accession.

**SECURITY MICROFILM:** Transfer to security storage; dispose of after 25 years.

**MICROFILM WORK COPY:** Dispose of after 25 years.

**111-7-9 JAIL REPORT, SHERIFF'S**

Annual report filed with the district or county court giving reasons for inmates' commitments, dates, number of prisoners, etc.

**Dispose of after 2 years, subject to review by the State Archivist before disposal for possible accession.**

**111-7-10 JAIL STANDARDS BOARD REQUIRED RECORDS**

The following records may be found in the Inmate File or filed separately:

- Custody Authorization
- Grievances
- Incident and Discipline Report
- Inmate Account Sheet
- Inmate Medical Clearance Report
- Inmate Property Inventory
- Inmate Request Form
- Medical Receiving Screening
- Medical Record and Treatment
- Record of Restraint

and other records not specifically listed here.

**Dispose of 5 years after release of inmate.**

**111-7-11 PENITENTIARY "DRESS OUT" PICTURES**

Photos of inmates taken upon their release from the state penitentiary.

**Dispose of after 5 years.**

**111-7-12 PRISONER REQUEST RECORDS**

Written requests for commissary items, medical, legal or clerical services and action taken by officer.

**Dispose of 5 years after release of inmate.**

**111-7-13 PROPERTY DELIVERY RECORDS**

Record of items delivered to the inmate, such as commissary items, merchandise and/or clothing.

**Dispose of 5 years after release of inmate.**

**111-7-14 TELEPHONE LOG, INMATE**

Record of inmates' phone calls.

**Dispose of after 5 years.**

**111-7-15 VISITORS REGISTER**

Passes, notes, etc. allowing visitors access to inmates.

**Dispose of after 5 years.**

**111-7-16 WORK RELEASE RECORDS**

Information on inmates in work release programs, their employers, etc. May include an application, acknowledgements and authorization forms.

**Dispose of after 5 years.**

**NOTE**

1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete. For records retention purposes only, the issuance of an audit waiver (or an Unaudited Financial Statement for villages) by the Auditor of Public Accounts shall take the place of an actual audit.

## RECORDS DISPOSITION REPORT

<b>TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8<sup>TH</sup> STREET SUITE 210 LINCOLN, NE 68508-2294</b>	AGENCY
	DIVISION
	SUB-DIVISION

### REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

### OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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**SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.**

RMA 03006D

## **VOLUME ESTIMATING GUIDE**

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK  
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS  
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size .....	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size .....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size .....	9 cubic feet
Lateral File, 4 drawer/shelf legal size .....	12 cubic feet
Records center carton .....	1 cubic foot
About a pickup load .....	50 cubic feet